FORUM
Monday, March 29, 2004

Minutes

❖ **Fleet Management 101 by Steve Saltzgiver** – DFO will put Steve's presentation on their website for customer use.

❖ **SLCC Presentation by Ed Benson** – DFO will put Ed's presentation on their website for customer use.

❖ **Fleet Focus Training** – two trainings will be held each year. August and September were the planned times. However, higher ed has a problem with that schedule due to students arriving for school at this time. Alternative dates were discussed. An email will be sent out to contacts with the dates for training when they are final.

❖ **RMFMA** – May 20th – 21st – This is a mini-conference in Wendover to become a Certified Fleet Manager. DFO will post info on this on their website. You can also contact Jeff Done at jeffdone@utah.gov for information.

❖ **ARI Follow Up by Sam Lee** – When vendors are not turning coupons into ARI in a timely manner, ARI is calling them and asking that they submit more quickly. Vendors are informed that if they don't comply, the contract will be pulled.

   o Jiffy Lube – National Account Pricing – This means that the price is locked in. The price is higher due to this. We are working to fix this problem.
   o Windshields – The contract is with Techna Glass. When a Techna Glass is not available in your area, call ARI and they will call Techna Glass and Techna Glass will arrange with a local vendor to fix the broken windshield.
   o Enterprise – If we don't have a vehicle you need, we'll call Enterprise and get what you need.

❖ **New GasCard System by Jeff Done** – Salt Lake County award mirrors the state in how they manage their fleet. The new system can use alpha and numeric. Out of state fueling – local vendor glitch. If you have a problem, call the help desk at (801) 538-3440 or out of state (800) 678-3440 and we can help you. Sinclair is working hard to fix this problem. The old system will not be shut down until we are completely comfortable that the new system is working correctly.

   o 220 is now the car wash code. DFO will put a list of the codes on the web.

❖ **Use "Remedy" for help**. This helps us document what is happening. The web site is: http://itsweb5.state.ut.us/NASApp/reportaproblem/Director/Login.

❖ **Entering Operations into FF by Angie Watson** – It is important to enter all drivers into FF so we know who has a valid drivers license. There are 20,000 operators in Fleet Focus. It was suggested that we put either and asterisk or a color by required fields.

❖ **New Contact Report by Angie Watson** – this new report is in the secured reports area. Use your Fleet Focus logon and ID. Agencies should look at their information and make sure everything is up to date.